



Security and Access Job Aid

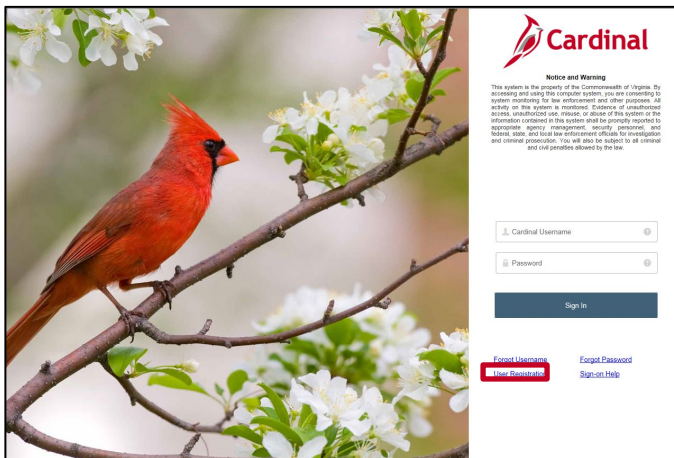
SW SEC: Cardinal Portal Quick Start Guide – Non-COV Users

Quick Start Guide for the Cardinal Portal Overview – Non-COV Users

This guide is intended for Non-COV users who will access Cardinal from outside of the Commonwealth of Virginia (COV) network. This guide takes you through the steps involved for registration, activation, and authentication.

We are recommending you utilize a current version of either the Chrome or Internet Explorer browser when accessing Cardinal. If issues are encountered with one of these browsers, try the other browser option. If you experience issues, please submit a helpdesk ticket via email to VCCC@vita.virginia.gov and include the word **Cardinal** in the subject line of the email.

1. Start by entering the following URL in your computer/device browser: my.cardinal.virginia.gov.



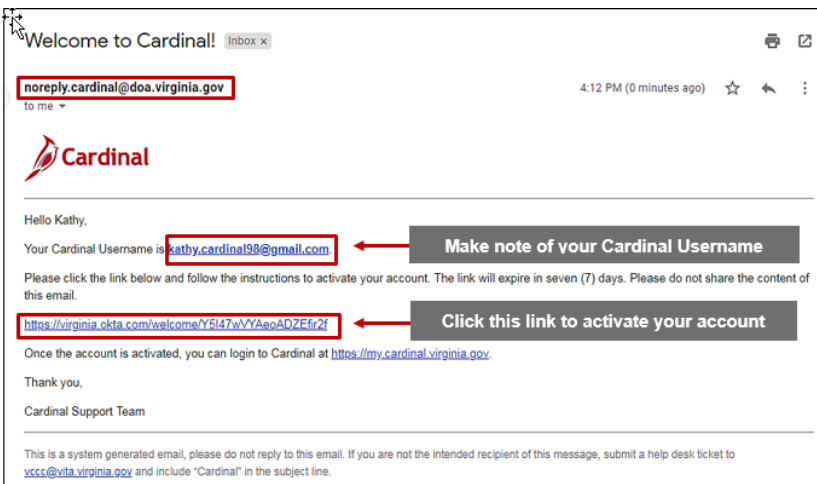
2. The **Cardinal Login** page displays. To register your account, click the **User Registration** link.



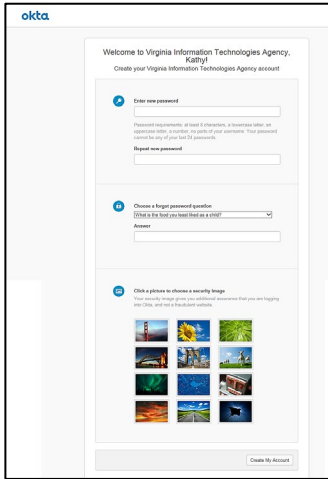
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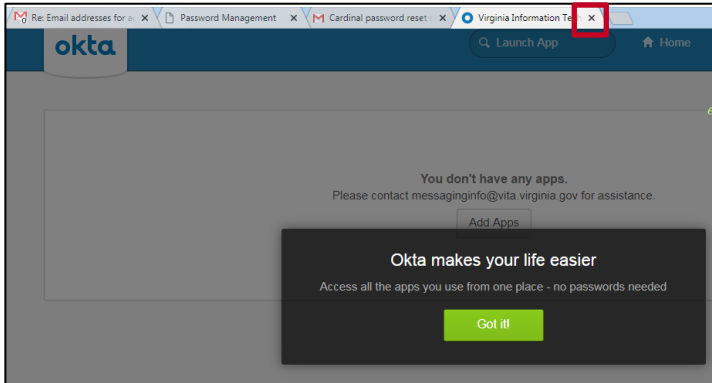
3. Enter your email address in the **Enter email address** field.
4. Complete the **Cardinal re-captcha** information.
5. Click the **Register** button. When you have successfully completed the registration process, a message displays indicating the same.



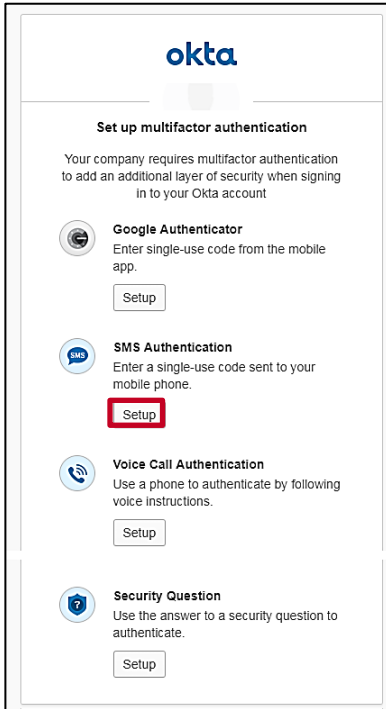
6. Check your email for a message from noreply.cardinal@doa.virginia.gov with the subject **“Welcome to Cardinal!”**. Open the email, then:
 - a. Make a note of your Cardinal Username, as this will be used each time you log into Cardinal.
 - b. Click the link in your email message to begin the account activation process.



7. The Okta **Create your Virginia Information Technologies Agency account** page displays.
8. Enter a password for your account in the **Enter new password** field. Follow the password requirements as listed on the page.
9. Enter the password again in the **Repeat new password** field.
10. Under the **Choose a forgot password question** section, select a question from the drop-down list. This question will be used if you need to reset your password in the future.
11. In the **Answer** field, enter the answer to the question you selected. This field is not case sensitive.
12. Under the **Click a picture to choose a security image** section, select a security image. This image provides additional assurance that you are logging into Okta.
13. Click the **Create My Account** button.

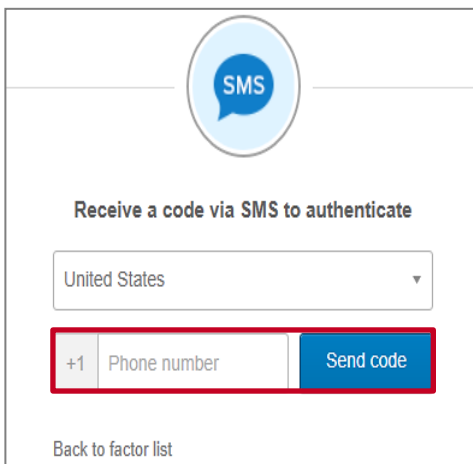


14. The **Okta makes your life easier** page displays. No action is required on this page. Click the **X** to close the browser tab.
 15. Now that your account has been activated, type the following URL in your computer/device browser to access the **Cardinal Login** page (my.cardinal.virginia.gov).
- Note:** Bookmark this page in your internet browser.
16. The **Cardinal Login** page displays.
 17. In the **Cardinal Username** field, enter your Cardinal Username. (see Step 6a)
 18. In the **Password** field, enter the password you created during the registration process. (see Step 8)
 19. Click the **Sign In** button.



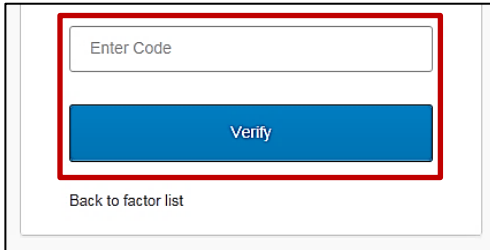
The image shows the Okta 'Set up multifactor authentication' page. At the top is the Okta logo. Below it, the heading 'Set up multifactor authentication' is followed by a message: 'Your company requires multifactor authentication to add an additional layer of security when signing in to your Okta account'. There are four options listed: 'Google Authenticator' (with a 'Setup' button), 'SMS Authentication' (with a 'Setup' button highlighted by a red rectangle), 'Voice Call Authentication' (with a 'Setup' button), and 'Security Question' (with a 'Setup' button'). Each option includes a brief description of how it works.

20. When you are outside the Commonwealth of Virginia (COV) network, the Okta **Set up multifactor authentication** page displays.
21. Click the **Setup** button under the **SMS Authentication** section of the page.

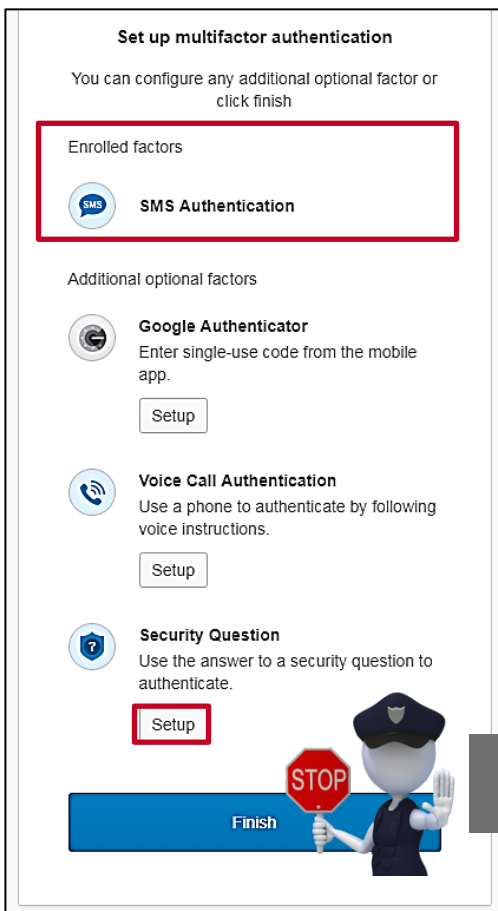


The image shows the 'SMS Authentication' page. At the top is a large blue circular icon with 'SMS' inside. Below it, the heading 'Receive a code via SMS to authenticate' is followed by a country selection dropdown menu currently showing 'United States'. Below the dropdown is a text input field for the phone number, with a red rectangle highlighting the '+1' area code and the 'Phone number' text. To the right of the input field is a blue 'Send code' button. At the bottom left is a link that says 'Back to factor list'.

22. The **SMS** page displays.
23. Select **United States** or **Canada** in the country drop-down menu.
24. Enter your mobile phone number (including area code).
25. Click the **Send code** button.
26. An authentication code is sent to your mobile phone (standard text messaging rates apply).



27. Enter the authentication code in the **Enter Code** field on your computer/device and click the **Verify** button.



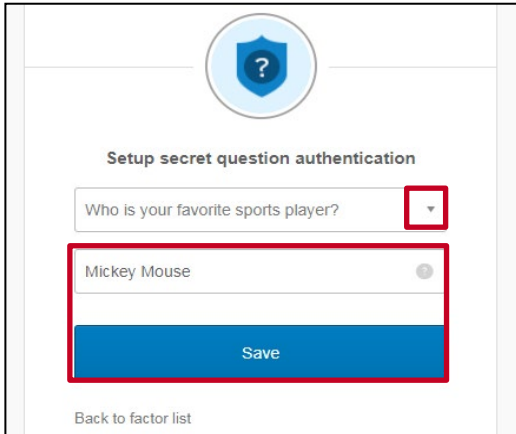
STOP!
Do not click the **Finish** button yet.

28. The **Set up multifactor authentication** page displays. The authentication option you completed displays under the **Enrolled factors** section. You have successfully set up the **SMS Authentication** option.

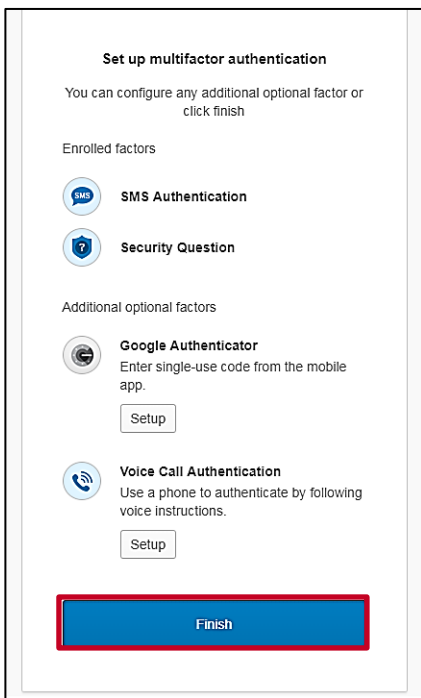


Do not click the **Finish** button at this time.

29. Click the **Setup** button under the **Security Question** section of the page.

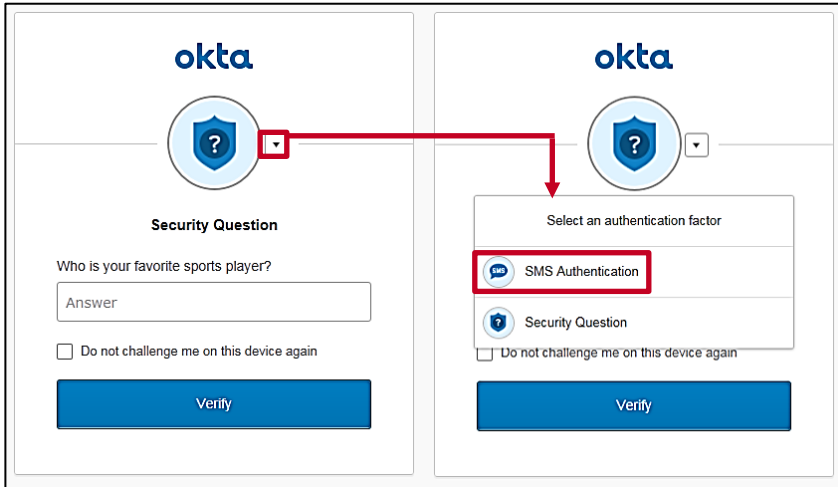


30. The **Setup secret question authentication** page displays. Choose a security question from the options in the drop-down list.
31. In the **Answer** field, provide the response. This field is not case sensitive.
32. Click the **Save** button.

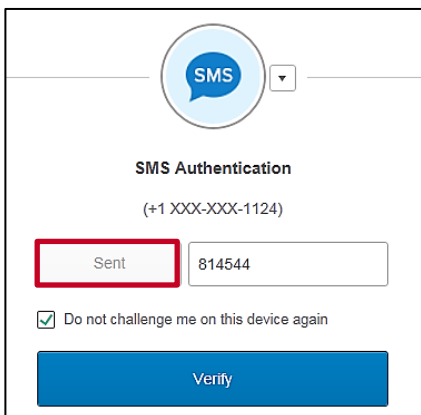


33. The **Set up multifactor authentication** page displays. The authentication options you completed display under the **Enrolled factors** section. You have successfully set up both **SMS Authentication** and **Security Question** options.
34. Click the **Finish** button.

Now that you have completed your authentication setup, you will be required to authenticate in order to log into the **Cardinal Portal**.



35. The system displays one of your authentication options. In this example, the **Security Question** displays. You can choose to answer the security question to access the **Cardinal Portal** or you can choose to use the **SMS Authentication** option from the drop-down menu.
36. For this example, the **SMS Authentication** option is selected.



37. The **SMS Authentication** page displays.
38. Click the **Send code** button to send a new authentication code.
39. The **Send code** button changes to **Sent**.
- Note:** After about 30 seconds, the **Sent** button changes to **Re-send Code**.
40. An authentication code is sent to your mobile phone.

SMS Authentication

(+1 XXX-XXX-1124)

Sent

814544

☒ Do not challenge me on this device again

Verify


Do not select this option if this is a shared computer/device.

- 41.** Enter the authentication code that displays on your mobile phone in the **Enter Code** field on your computer/device. You have the option to skip this step in the future.

To activate this option, select the **Do not challenge me on this device again** checkbox. Okta remembers the computer/device so that MFA verification is not required on subsequent logins.

Note: If you clear the browser cache on your computer/device, you will need to complete the authentication process again.

- 42.** Click the **Verify** button to access the **Cardinal Portal**.


Welcome!

Your User ID is : VA_PATRICIA.PORTAL
[Home](#) | [Sign out](#)

Cardinal Applications

Finance (FIN)

Cardinal Messages

Begin Date	Message
03/06/2019	Welcome to the new Cardinal Portal! The new portal solution will allow Non-COV users to gain access to Cardinal without the need for SWAP. We look forward to implementing the Cardinal Portal as a gateway to FIN and HCM very soon.
03/07/2019	The Cardinal website is available to you to search for support and reference materials. Navigate to http://www.cardinalproject.virginia.gov to access Cardinal information.

Support

Cardinal Website

VITA Customer Care Center

Manage Your Account

CAPP Manual

- 43.** The Cardinal Portal displays. Congratulations! You have completed the login process to access the Cardinal Portal and you have officially registered your Cardinal account.

Click the Finance (FIN) link under Cardinal Applications section to open Cardinal Financials.